

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

AUGUST 12, 2013

1. Call To Order

- a. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:41pm, in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. DHSTPWG Meeting Minutes from June 10, 2013
 - c. Training and Exercise Subcommittee Meeting Minutes from August 7, 2013
 - d. Funding Subcommittee Meeting Minutes from June 10, 2013
- b. June 10, 2013 minutes were reviewed and approved. **(Motion to Approve: Allen Metheny; Seconded by Robert Newnam – Passed Unanimously)**

2. Old Business

a. Subcommittee Reports

Funding Subcommittee – (Allen Metheny, Chairman)

- I. Allen Metheny briefed the Working Group on the status of the FY2013 grant. Mr. Metheny reported that the FY2013 grant had been successfully submitted, and the award should be made anytime between today (August 12, 2013), and the end of September, 2013, which coincides with the start of the Federal fiscal year.
- II. Discipline leads were also urged to submit their FY2011 and FY2012 projects in a timely fashion, per Planner and Purchaser reports.
- III. Mr. Metheny informed the subcommittee that there is approximately \$2.2 million available for radio purchase, which represents the total amount, between FY2011 and FY2012. He further stated that Federal Emergency Management Agency (FEMA) approved the use of the funds for radios, on Friday (August 9, 2013). The purchase of the radios will consume about 75% of FY2012 funds.
- IV. Mr. Metheny stated that 3 reallocation requests had been received, of which, 2 were approved, and 1 was postponed for consideration at the next Funding Subcommittee meeting.

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Training and Exercise Subcommittee – (Robert Newnam, Chairman)

- I. Robert Newnam, of the Delaware State Fire School, briefed the T&E subcommittee meeting minutes for August 7, 2013, which were provided to the Working Group, as part of the handouts. The following training requests were approved at the August T&E meeting:
 - a. An expenditure of \$9,560.00 to provide training on emergency response to an excavation emergency.
 - b. An expenditure of \$8,500 to provide training on advanced stabilization and rescue for large and heavy vehicles.
 - c. An expenditure of \$500 to assist with purchasing supplies and per diem of an exercise DTI will be conducting, involving a structural damage affecting DTI's primary work location located in New Castle County.
- II. Robert Newnam stated that it would be beneficial if a Citizen Corps representative were present at future Training and Exercise subcommittee meetings.

b. FY2011 and FY2012 Reallocation for Radio Replacement Project

- I. Ms. Dittman informed the subcommittee that there is approximately \$2.2 million available for radio purchase, which represents the total amount, between FY2011 and FY2012. Ms. Dittman has the final number regarding the breakdown of disciplines that wish to receive an amount of radios to match their funding contribution, and those that have agreed to have their share of radios go into a general pool.
- II. Federal Emergency Management Agency (FEMA) approved the use of funds for the radios on Friday (August 9, 2013). The purchase of the radios will consume about 75% of FY2012 funds.
- III. A Distribution Plan will be developed, and the radios will be disseminated thereafter.

c. Equipment Procurement Progress (FY2010-FY2012)

Discipline leads were urged to aggressively submit projects for FY2011 and FY2012, if they had not already begun to do so.

d. Equipment Distribution Status

There was no news to report from logistics, which is an indication that there are no problems of note to be concerned with. Ms. Dittman informed the committee that approximately \$300,000 was mistakenly left unspent in FY2010. These funds will be

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put towards the purchase of 800 MHz radios (already purchased), which will be distributed once a Distribution Plan has been finalized.

3. New Business:

a. FY2011 and FY2012 Timeline Development

Ms. Dittman presented a timeline for the various disciplines to adhere to, in order to make the FY2011 and FY2012 grant process/programs (a) begin, (b) progress, and (c) close smoothly. The proposed calendar is as follows:

- I. October 31, 2013: All subgrant applications will be submitted
- II. November 30, 2013: All equipment requests received (Medication listed as an exception, and other exceptions granted on a case by case basis)
- III. April 30, 2013: All received equipment distributed
- IV. May 31, 2013: Review all disciplines for non-compliance, and reallocate funds if necessary
- V. June 30, 2013: All subgrants should be completed
- VI. July 31, 2013: Fiscal shutdown
- VII. August 31, 2013: Grant closes

(Motion to Approve: Allen Metheny; Seconded by Joe Thomas – Passed Unanimously)

b. FY 2013 Homeland Security Grant Program Status

- I. Ms. Dittman reiterated that the FY2013 grant had been successfully submitted, and the award should be made anytime between today (August 12, 2013), and the end of September, which coincides with the start of the Federal fiscal year.
- II. Following the award, the ISIP will be developed, and Planners will reach out to their various disciplines for projects. Until that time, DEMA, and the disciplines will remain in a holding pattern. Work will also begin with the MOU process, as well as coordination with clearinghouses.
- III. It was noted that the closeout of the FY2010 grant was exceptionally smooth and seamless, due in no small part to the responsiveness of the Working Group.

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c. Equipment and Subgrant Monitoring

- I. The committee was reminded of the grant requirements, which includes equipment review, management, paperwork, and process validation.
- II. DEMA will make visits to validate a sample of purchased equipment. These visits will occur on Wednesdays, and disciplines will be notified about 3 weeks in advance. It was requested that end users, higher-ups, and any parties that are involved with the equipment purchase, and use, be notified of this requirement.

d. OIG Inspection

- I. The Office of the Inspector General is in Delaware performing an inspection of the Homeland Security Grant Program (HSGP) August 12-16, 2013. This inspection will be performed on all aspects of the HSGP, including management (DEMA) and the field.
- II. Mr. Andre Marseille, from OIG, was in attendance at the meeting, and stated that he was there in an observational capacity.

e. THIRA/SPR Update

- I. Will Hayes informed the committee that he had reached out to FEMA Region 3 for any new requirements, regarding the upcoming THIRA/SPR, and found that there were none.
- II. Mr. Hayes stated that there will be a THIRA/SPR workshop on September 19th and 20th of this year, which he will attend.
- III. The THIRA is due on December 31, 2013, but Mr. Hayes encouraged its completion ahead of the holiday season, to mitigate the effects of any unforeseen events (hurricanes, snow storms, etc.)

4. **Open to Floor**

- a. Mr. Metheny proposed that the next Working Group subcommittee meeting be held in October, rather than September. Director Turner concurred with this idea.
- b. Robert Newnam referenced the "Real Time Damage Assessment, Reporting and Mapping" capability software, which is set to be utilized by Sussex EMA, and suggested that it be implemented statewide.

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- c. Sandra Alexander, of DTI, agreed, and stated that it would be beneficial to centralize the state's Geographic Information Systems (GIS), so that all disciplines have their data on one repository.
- d. Joe Thomas posited that the "Real Time Damage Assessment, Reporting and Mapping" enterprise solution could be expanded to a state platform, with a common fusion board, making all state disciplines interoperable. Edward Lee planned on speaking with Ms. Alexander to see the feasibility of the proposal.

5. Adjournment

The meeting adjourned at 2:14pm. The next meeting will be September, 2013 at DEMA. Date and time TBD.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group
Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police, LE Lead
Col Dallas Wingate	Delaware National Guard, DNG Lead
Mayor Carleton Carey	Delaware League of Local Governments, GA Lead
Robert Newnam	Delaware Fire School, T&E Lead
James Hosfelt	Police Chiefs Council
Dave Carpenter	NCC Emergency Management
Isabella Kaplan	DTI, Customer Engagement Specialist
Alexander McCreery	DTI
Dwayne Day	DelDOT, PW proxy
Suzanne Raab-Long	DE Healthcare Association, HC Lead
Ellen Malenfant	DNREC, HZ Lead
Dave Mick	Kent County, EMS Lead
Sandra Alexander	Department of Technology & Information, CS Lead
Allen Metheny	Delaware Volunteer Firefighter's Association, FS Lead
Summer Bowman	DelDOT
Thomas Ellis	Department of Justice, DAG
Tim Cooper	DPH, Director
Joe Thomas	Sussex County Emergency Operations Center, Director
Working Group Members & Guests	
Bobby Schoonover	SC Emergency Medical Services
Joe Wessels	Delaware League of Local Governments
Delaware Emergency Management Agency Staff	
Jennifer Dittman	Terrorism Preparedness Supervisor
Edward Lee	Principal Planner
Will Hayes	Terrorism Preparedness Planner
Ron Price	Terrorism Preparedness Management Analyst
Frank Igwe	Terrorism Preparedness Management Analyst
Tom Nesbella	Training Planner